



**STATE OF ALABAMA**  
**DEPARTMENT OF CORRECTIONS**

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July 25, 2003

TO: WARDENS  
HEADS OF STAFF AGENCIES  
DIVISION HEADS  
ADMINISTRATIVE REGULATION MONITORS

CHANGE #1  
ADMINISTRATIVE REGULATION 403

**DISCIPLINARY HEARING PROCEDURES FOR MAJOR RULE VIOLATIONS**

PURPOSE: To include contract security employees who will be serving in the same capacities as ALDOC employees.

CHANGES TO BE MADE:

**Reference**

**Action Required**

Section IA

Change the second sentence to read:

“The Commissioner, or designee(s), Wardens, ALDOC employees and contract employees whose duties involve the Hearing or processing of disciplinary proceedings are responsible for following the provisions of this regulation.”

Section IIIA

Change the first sentence to read:

“The arrest or charge of an inmate for a rule violation may be made by any employee or contract employee of the ALDOC.”

Section IIIB

Change the first sentence to read:

“Wardens will appoint an ALDOC employee, or contracted employee, to serve as Hearing Officer of any charge(s) brought against an inmate pursuant to AR 403.”

Section IVC

Change the fourth sentence to read:

“If the inmate is not capable of acting in his/her own defense, the appoint an on-duty ALDOC employee, or contracted employee, to assist the inmate.”

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate the required changes have been completed. Advise all personnel in your organization of the change to this regulation.

  
Donal Campbell, Commissioner